

Position Title: Housekeeper

Statement of Duties

Entry level position with responsibility for cleaning and servicing nursing home areas; moving furniture, equipment, and supplies as necessary. Performs a variety of housekeeping duties, to maintain the facility in an orderly and sanitary condition.

Position Functions

Essential Functions

1. Attendance is a fundamental tenant of Sullivan County. All employees are obligated to report to work for each and every scheduled shift on time and depart from the work place only when permitted to do so by the County.
2. Sweep, mop, wet-wash, and vacuums floors; periodically, polish floors, using buffing machine and polish, using safety glasses and caution signs; clean hallways with floor scrubber; wash walls and inside windows, by hand, using cleaning solutions, sponge, and cloths; periodically is called upon to wash outside windows and screens.
3. Move furniture to clean rooms and areas; gather and dispose of trash; wash wastebaskets and large refuse containers and relines with paper or plastic bags; clean lighting fixtures, tops of windows, vents, door frames, and other high places, using ladder when necessary; turn and change mattresses, get traction and bed frames, hang draperies and shades; may do minor repairs to Venetian blinds and shades.
4. Clean window tracks of flies, clean elevator tracks, clean mini-blinds, clean ash trays, clean resident's and other fans.
5. Wash sinks and other plumbing fixtures; wash water coolers; replace disposables such as towels, soap and toilet paper, etc.; clean whirlpool, tub and chair lift; clean mirrors.
6. Collect soiled linens and transport to laundry; on weekends and holidays helps ground floor housekeeping aide.
7. Disinfect areas by scrubbing or spraying; test water for disinfectant reading; unplug clogged toilets; clean entire room when a resident expires; assist in cleaning all ceiling

vents (using ladder).

8. Move resident's room furnishings on wheels, from one floor to another (when requested Nursing Department).
9. Completes charts daily indicating number of wheelchairs, gerichairs and beds cleaned or changed. Completes monthly reports and submits to Supervisor.

Other Functions

1. May strip and wax hallway floors and shampoo hallway carpets annually, working off normal shift.
2. Performs any other related duties requested by the Supervisor.

Minimum Qualifications

An incumbent for this class of positions should have a high school diploma or equivalent. Prior experience is not necessary, but incumbent must be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

A candidate should have basic knowledge of methods, materials and equipment used in housekeeping work, in order to carry out full scale housekeeping duties; ability to perform strenuous, physical work, such as moving furniture, lifting and carrying heavy objects; must be able to read, write and make arithmetical computations; to understand and follow oral and written instructions; to establish and maintain harmonious relationships with others, such as the general public, co-workers, and other department personnel; to carry out details of work without close supervision; to communicate effectively with others, both orally and in writing; and skill in the use of hand and power tools and cleaning equipment.

Physical & Mental Requirements

The incumbent works in a moderately noisy setting in nursing home, with exposure to fumes or airborne particles, and toxic or caustic chemicals up to __ of the time. There is little risk of personal injury. Physical demands generally involve standing, sitting, talking or listening/hearing, climbing or balancing, tasting or smelling up to __ of the time; walking, the use of hands, stooping, kneeling, crouching or crawling and reaching with hands and arms more than __ of the time. Frequently weight is lifted or force exerted up to 100 lbs. There are no special

vision requirements for this position. Equipment used includes light equipment, hand tools, and power tools.

Job Environment

Most housekeeping duties become routine and repetitive within a reasonable time following appointment. Incumbent is required to follow standard procedures and accepted cleaning practices. Normally, the sequence of steps to be followed is within the decision-making of the incumbent unless the supervisor directs otherwise. Most work is standardized.

Errors made could result in personal injury or injury to other employees.

The incumbent has seldom contact with the public through their moving through the nursing home. Other contacts are minimal, and generally are with other county employees. Contacts occur in person and through use of the telephone.

Supervision

Incumbent works under the general supervision of a supervisor, but performs most duties with a high degree of independence after becoming knowledgeable and skillful with daily routine. Supervision is mainly in the form of face-to-face meetings with supervisor, and the supervisor's observations of tasks completed by incumbent. Incumbent must report all new or unusual conditions and situations to supervisor. Work is reviewed for accuracy and compliance with instructions. Work volume is predictable, subject only to seasonal changes and can generally be anticipated. Incumbent may work on one of three work shifts and/or weekend work shifts. The incumbent has no access to confidential information.

I have read and understand the Job Description for the Housekeeper.

Signature of Employee

Date

Witnessed

Date